

## LANCASTER COUNTY JUVENILE DETENTION SUPERVISOR

### NATURE OF WORK

This is responsible supervisory work managing, coordinating and monitoring the programs, activities and personnel within a detention and staff secure facility.

Work involves directing and supervising personnel and facility support services within a specified area of a detention and staff secure facility. Primary work functions include supervising personnel and resident activities during assigned shift; providing interpretation and ensuring compliance with facility policies and procedures; and, coordinating and monitoring facility support and contracted services. This position supervises assigned programmatic aspects of a juvenile detention facility which may include direct care personnel, contract staff and/or training and quality assurance components. Supervision is received from an administrative superior with work reviewed in the form of conferences, reports and results achieved.

### EXAMPLES OF WORK PERFORMED

Supervise and evaluate assigned personnel; assist in interviewing, selecting and orienting new personnel; plan, coordinate and post facility staffing/work schedules; provide interpretation and ensure compliance with facility policies and procedures; provide direction and coach staff in problem-solving, treatment plan coordination and crisis intervention as needed.

Direct, supervise and evaluate the care and security of residents placed within assigned area; supervise and evaluate resident behavior programs; coordinate, test and evaluate emergency procedures; conduct routine and non-scheduled area and service safety inspections; document and maintain inspection and correction records.

Coordinate and monitor facility support and contracted services as assigned; respond to complaints and take corrective action when needed; research and provide alternative service options as appropriate.

Manage the resident housing classification system; investigate and respond to resident grievances; conduct investigations and disciplinary hearings as necessary.

Assist in facility and program policy and procedure development and revision; conduct and attend facility and staff development meetings; compile information, prepare reports and maintain related records as requested.

**DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS**

Considerable knowledge of the principles, practices and regulations related to juvenile detention facilities.

Considerable knowledge of facility policy, procedures, rules and regulations.

Considerable knowledge of juvenile behavior and behavior modification techniques utilized in a closed or secure environment.

Knowledge of computer hardware components and general computer software applications.

Knowledge of the local and state juvenile-adult justice system.

Ability to coordinate multiple services and functions among personnel in high stress or emergency situations.

Ability to train, schedule, supervise and evaluate the work of subordinate staff.

Ability to work with community agency and legal representatives, juveniles, co-workers and the general public cooperatively and professionally.

Ability to gather information, synthesize data, prepare reports and maintain records.

Ability to appropriately restrain a juvenile whose behavior is harmful to self or others.

**DESIRABLE TRAINING AND EXPERIENCE**

Graduation from an accredited college or university with major course work in criminal justice, social work or the behavioral sciences plus considerable experience in providing juvenile detention or corrections services including supervisory experience.

**MINIMUM QUALIFICATIONS**

Graduation from an accredited college or university with major course work in criminal justice, social work or the behavioral sciences plus experience in providing juvenile detention or correctional services including some supervisory experience or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

## NECESSARY SPECIAL REQUIREMENTS

Possession of a valid State of Nebraska driver's license. At the time of employment, must meet facility driving record requirements.

Must be a citizen of the United States and be at least twenty-one (21) years of age.

At the time of employment, must be fingerprinted for a Nebraska State Patrol criminal history search; must be free of any convictions of crimes punishable by imprisonment in a state or federal penitentiary for a term of one year or more from which a pardon has not been received; cannot be registered as a Child Abuse or Sexual Offender with the National Child Abuse and Neglect registry.

At the time of employment, must submit to and successfully pass a substance abuse test.

At the time of employment, must pass a physical examination and meet physical and medical requirements of the job classification.

Approved by: \_\_\_\_\_  
Department Head

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Personnel Director

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